

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office:

Office of Communications

Section/Unit:

Printing & Multi-Media Services Section

Schedule Use:

Department-Wide

Schedule No.:

78-300

Admin. Chg. Date: 10-15-97

Record Series Title:

FORMS MANAGEMENT SURVEY FILES

Description:

Documents relating to staff visits and surveys conducted to provide advice and assistance, and to evaluate the effectiveness of forms management operations and programs.

Included are:

Notifications of visits; reports of visits and surveys; reports of corrective action taken; and related papers.

File Arrangement:

Alphabetically; thereunder, by date.

Retention/Disposition Instructions:

Cut off file at end of each calendar year; hold in current files area 1 year, or until another survey is made, then destroy.

Confidential:

No-Open Record.

Supersedes:

78-300 (approved 12-14-78)

M97-251

(78-300.OSS)

970923 06

**RECORDS RETENTION SCHEDULE NOTIFICATION
(ADMINISTRATIVE CHANGE OR DELETION)**

TO DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING *M 97-251*
AND
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

☐ ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT SERVICES UNIT

SCHEDULE NO.
SEE BELOW *

NOTIFICATION DATE
9-8-97

SERIES TITLE
VARIOUS - SEE SAMPLE SCHEDULES ATTACHED.

APPROVED DATE

ADMINISTRATIVE CHANGE DATE (IF APPLICABLE)
10-15-97

☒ ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).

☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SCHEDULE DELETION

☐ SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

☐ SEE DELETION EXPLANATION BELOW:

SWC 12/2/97
* ~~78-290~~, 78-300, 78-306, 78-307 AND 78-308.

DHR RECORDS MANAGEMENT OFFICER APPROVAL

Gerald Poe

DATE:
9-8-97

DEPT. OF ARCHIVES AND HISTORY APPROVAL

Patricia Edmundo

DATE:
12/2/97